

The reorganization meeting and monthly meeting of the Smithfield Sewer Authority was held on Monday, January 13, 2020 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett, (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer) and Terri Timko, (Assistant Secretary).

Also present, Jacob Pride-Supervisor

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, December 9, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Barrett and carried unanimously.

REORGANIZATION – 2020

A motion was made by Mr. Barrett to approve the nominations of Officers, seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to retain all Professionals as stated provided rates remained the same, meeting date of the 2nd Monday of every month with a time of 4:30pm and the same office hours from 2019. Seconded by Ms. Bridges and carried unanimously.

The 2020 Officers and Professionals are as follows:

Chairman	Russell C. Albert II
Vice-Chairman	Vacant
Secretary	Brian E. Barrett
Treasurer	Marianne Bridges
Member	Vacant
Assistant Secretary	Terri Timko (non-member)
Meeting Date & Time	2nd Monday of each month at 4:30pm
Solicitor	Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri
Alternate Solicitor	Deborah L. Huffman, Esq.
Special Solicitor for Legal Issues	Josele Cleary, Esq.
Authority Engineer	Gilmore & Associates, Inc.
Alternate Authority Engineer	Hanover Engineering Associates, Inc.
Engineer for 447 Storm Pipe	Hanover Engineering Associates, Inc.
Alternate Engineer for 447 Storm Pipe	Gilmore & Associates, Inc.
Auditors	Kirk, Summa & CO., LP
Financial Advisor	Kirk, Summa & CO., LP
Alternate Financial Advisor	Riley & Company, Inc.
Designated Depository	ESSA Bank & Trust & PLGIT
Suggested Office Hours	8:00am to 4:00pm

SOLICITOR REPORT –Mr. Corveleyn informed the board a letter was sent to Mr. Charles Kirkwood regarding the Mosier’s Pump Station and no response had been received.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that he will finalize the RFP for the refurbishment at the Village Center Pump Station.

A motion was made by Mr. Barrett to release the Village Center Pump Station RFP for pricing from three contractors. Seconded by Ms. Bridges and carried unanimously.

Mr. Kutz also informed the Board that he is working with UGI and BCRA and will finalize the B209/Airport Road Design. It will be ready to send out for bid in March or April 2020.

447 STORM PIPE – Hanover Engineering-nothing to report.

SYSTEM OPERATOR'S REPORT: -Copy of report were provided to each member and reviewed by Mr. Albert.

UNFINISHED BUSINESS:

NEW BUSINESS:

A motion was made by Mr. Barrett to request RFP's for maintenance services (as needed repairs), seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to retain Jeremy Smith for the ground maintenance of the pump stations and WWTP provided updated insurance and continued fee structure were submitted. Seconded by Ms. Bridges and carried unanimously.

Review of the RFP for ROW maintenance took place. Property owner letters needed to be sent.

A motion was made by Mr. Barrett to approve the purchase of data loggers for the Brown and 3rd Street Meters in the amount of \$4200.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to ratify the release of December 2019 invoices by email approval in the amount of \$17,815.77. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to pay the 1/15/2020 bond payment in the amount of \$462,550.00. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through January 13, 2020 in the amount of \$54,516.77. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to change the mileage rate to the IRS 2020 rate of \$0.575 cents per mile. Seconded by Ms. Bridges and carried unanimously.

The Statement of Financial Interests was provided to the Board Members to complete and return.

A motion was made by Ms. Bridges to recommend a pay increase for Terri Timko in accordance with the 2020 Township Budget. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to recommend a pay increase for Russ Albert in accordance with the 2020 Township Budget. Seconded by Mr. Barrett and carried unanimously. Mr. Albert invoked the rule of necessity.

There was no further business to discuss. A motion was made by Mr. Barrett the meeting be adjourned at 5:30pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
January 13, 2020